

**Alexandria Commission for the Arts  
Regular Meeting**

Tuesday, May 15<sup>th</sup>, 2018

Lee Center --- 7:00pm

**MEETING NOTES**

See Attachment 1 for the Attendance Sign-In Sheet for commissioners, City staff and guests in attendance.

- I. Call to Order (7:25pm) See the meeting agenda, Attachment 2.
- II. Public Comment – guests to the meeting introduced themselves.
- III. Approval of Minutes
  - February 20<sup>th</sup> Regular Meeting – minutes approved by unanimous consent
  - March 20<sup>th</sup> Regular Meeting – minutes approved by unanimous consent
  - April 17<sup>th</sup> Regular Meeting – approval postponed to next meeting
- IV. Chair Report –Chair Matthew Stensrud gave his report. See the ACA report, Attachment 3.
  - Welcome to Brian Kelley as our newest commissioner and a welcome back to Amber Gordon!
  - The Commission still has one open spot for someone with expertise in urban design/architecture.
  - Please let Matthew know if you have visited another Board or Commission.
- V. Committee, Task Force and Liaison Reports
  - Nominating Committee
    - Presentation of Slate for June 2018 Elections – Chris Kurowski announced the slate of candidates for the annual ACA election: Matthew Stensrud, Chair; Allison Nance 1<sup>st</sup> Vice Chair; Catherine Barrett, 2<sup>nd</sup> Vice Chair; and Tamsin Green, Secretary.
  - Advocacy and Outreach Committee – no report
  - Arts Education Committee – Kate Elkins gave a report. See the ACA report, Attachment 4.
    - The last quarterly meeting was held on March 7<sup>th</sup>, and the next meeting will be on May 16<sup>th</sup>.
    - The Committee is excited to make progress on the Arts Organization Directory and discuss next steps for a Professional Development day at the Torpedo Factory.
  - Social Media Committee – Catherine Barrett gave a report.
    - We have broken 1000 followers on Instagram.
    - Many of the applicants for open spots on the Commission saw the posts on social media.
    - We did receive one piece of negative feedback on the Voting Sticker project via social media.
  - Waterfront Commission Liaison – Susie Cohen gave a report. See the ACA report, Attachment 5.
    - Susie made a motion to write a letter to City Council in support of Deputy Director Diane Ruggiero’s request for a one-year pilot program for King Street Park that

would allow special events in the park on two consecutive weekends. The motion was seconded by Shirley Downs. The motion passed 14-0-0. See the ACA motion, Attachment 6.

- Duke Street Tunnel Task Force
  - Public Art Project Presentation and Motion – Tamsin Green gave a report. See the City staff memo, Attachment 7. ZeroZero Collective has submitted a new proposal for Duke Street Tunnel. The Duke Street Tunnel Task Force met and reviewed the proposal. While the Task Force did have some questions for Deputy Director Diane Ruggiero to take back to ZeroZero Collective, they recommend the ACA approve the new proposed art concept.
  - Gayle Converse made a motion to approve the project task force recommendation to approve the ZeroZero Collective's new proposed art concept for the Duke Street Tunnel. The motion was seconded by Chris Kurowski and passed 14-0-0. See the ACA motion, Attachment 8.
- Voting Stickers Task Force – Matthew Stensrud and Catherine Barrett announced that the artist call is posted on the ACA page of the Office of the Arts webpage. See ACA Artist Call, Attachment 9.
  - As of the time of the meeting, no submissions have been received.
  - The Task Force confirmed that high school students need to be 18 by the time they would be selected - currently June 20th.
- Trails and Paths – Shirley Downs gave a report. See the ACA report, Attachment 10.
  - The Task Force met and reviewed the work plan process.
  - The next meeting will be on June 12. If Commissioners have places in the park system they would like the Task Force to look at, please let Shirley or Allison know.
  - There was a question raised about the appointment of community stakeholders. For this project, the community stakeholders may not be appointed until the location of the project has been decided.
  - Matthew Harwood is getting more information about the possibility of wrapping transformers in public parks and suggested that it could work with the Trails and Paths project.
  - Additional discussion followed about how this project could be an opportunity to work with other commissions and their expertise, such as Historic Alexandria, the Beautification Commission, Public Health, or Visit Alexandria.
- Office of the Arts Division Update – City staff gave a report, see Attachment 11.
  - Save the Date: Wednesday, June 20th from 7-9pm for the SoftLab artist reception at the Torpedo Factory.
  - The Alexandria Art Purchase Awards call closed on May 30. 144 qualified applications were received, up from 109 from the last call.
  - Catherine Barrett requested that future Office of the Arts updates include the Torpedo Factory Community Engagement Task Force.

#### VI. Task Force Appointments

- AlexRenew Commissioner – after Sara Lavan resigned from the project task force, Kate Elkins made a motion to appoint Chris Kurowski and Beth Coast to the AlexRenew

project task force. The motion was seconded by Catherine Barrett and passed 12-0-0. See the ACA motion, Attachment 12.

#### VII. Commission Bylaws

- Discussion and Motion to Adopt – Chair Matthew Stensrud lead the discussion to edit the draft ACA Bylaws.
  - The Commission discussed the recommendation that the list of committees be deleted from the bylaws so committees can be added/disbanded as needed and everyone agreed with that approach.
  - The discussion then focused on the prerequisites for the position of Chair. The proposed prerequisite was that a Commissioner must have served for two years on the Commission before being eligible to serve as Chair. Several Commissioners expressed concerns about this being too restrictive. Many Commissioners also expressed their thoughts that candidates with minimal experience were less likely to be voted for. After discussion, the Commission agreed to change the prerequisite to one year of service and delete the language about the prerequisite being waived by majority vote.
  - The Chair term limit was also discussed. After discussion, the decision was made to add “If necessary, the Commission may waive this term limit by a majority vote” to allow for the possibility of a Chair serving for longer than six years.
- Chris Kurowski made a motion to approve the edited Bylaws in accord with City Code. The motion was seconded by Allison Heck and passed 11-0-0. See the ACA edited Bylaws, Attachment 13 and the ACA motion, Attachment 14.

#### VIII. Commission Minutes

- Discussion – Chair Matthew Stensrud tasked the ACA commissioners with the responsibility to submit their reports in writing to him, Secretary Tamsin Green, and the City staff liaison.
- Commissioners expressed their desire for discussions to be documented in the minutes for reference later, in addition to motions and votes.

#### IX. New Business

- Chair Matthew Stensrud updated the Commission on feedback meetings with First Night Alexandria and Del Ray Artisans regarding their grant applications.
- Chair Matthew Stensrud asked for a volunteer to represent the ACA at the Alexandria Arts Alliance monthly meetings. Catherine Barrett made a motion to appoint Shirley Downs as the ACA liaison to the Alexandria Arts Alliance. The motion was seconded by Susie Cohen and passed 11-0-0. See the ACA motion, Attachment 15.

#### X. Good of the Order and Announcements

#### XI. Adjournment (10:05pm)

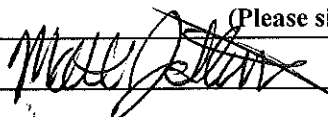
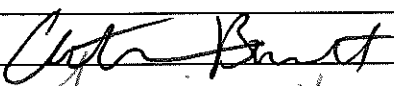
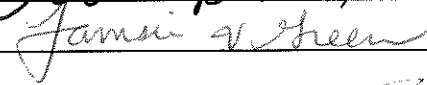
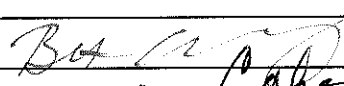
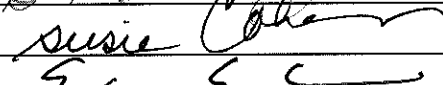

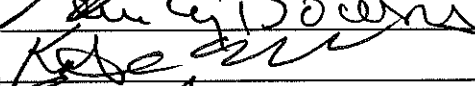
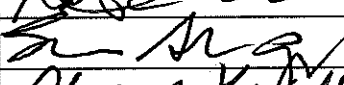
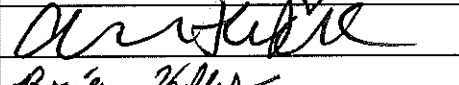


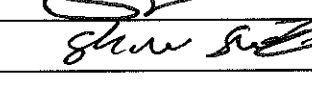
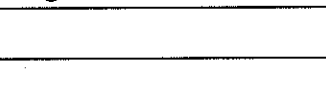

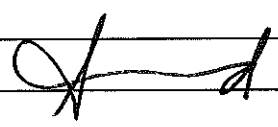
**ATTENDANCE SIGN-IN SHEET**  
ALEXANDRIA COMMISSION FOR THE ARTS  
ALEXANDRIA, VIRGINIA

Meeting  
☒ Regular ☐ Special

Date: May 15, 2018

Quorum

Meeting Place: Lee Center

MEMBERS OF COMMISSION:	(Please sign name)
Matthew Stensrud, Chair	
Allison Nance, 1 <sup>st</sup> Vice Chair	
Catherine Ahern Barrett, 2 <sup>nd</sup> Vice Chair	
Tamsin Green, Secretary	
Beth Coast	
Susan Cohen	
Gayle Converse	
Shirley Downs	
Kate Elkins	
Amber Gordon	 8:25
Allison Heck	
Brian Kelley	
Chris Kurowski	
Sara Lavan	 LEFT EARLY.
Shaan Shuster	 8:37
<b>Recreation, Parks &amp; Cultural Activities Staff:</b>	
James Spengler, Director	
Diane Ruggiero, Deputy Director, Cultural Arts	
Cheryl Anne Colton, Program Director	
Matthew Harwood, Public Art Manager	

**TYPICAL AGENDA**

(Time: \_\_\_\_\_)

- I. Call to Order
- II. Minutes of Previous Meeting
- III. Announcements and/or Guest(s)
- III. Reports:
- IV. Special Orders
- V. Unfinished Business
- VI. New Business
- VII. Other Announcements
- VIII. Adjournment

(Time: \_\_\_\_\_)

(Guest(s) Attendance, over)

[illegible]

**Alexandria Commission for the Arts**

**Regular Meeting**

Tuesday, May 15<sup>th</sup>, 2018

Lee Center --- 7:00pm

**AGENDA**

- I. Call to Order (7:00pm)
- II. Public Comment
- III. Approval of Minutes – 5 minutes
  - 1. February 20<sup>th</sup> Regular Meeting
  - 2. March 20<sup>th</sup> Regular Meeting
  - 3. April 17<sup>th</sup> Regular Meeting
- IV. Chair Report – 10 minutes
- V. Committee, Task Force and Liaison Reports – 45 minutes
  - 1. Nominating Committee
    - Presentation of Slate for June 2018 Elections
  - 2. Advocacy and Outreach Committee – Gayle Converse
  - 3. Arts Education Committee – Kate Elkins
  - 4. Social Media Committee – Catherine Barrett
  - 5. Waterfront Commission Liaison – Susie Cohen
  - 6. Duke Street Tunnel Task Force – Tamsin Green
    - Public Art Project Presentation and Motion
  - 7. Voting Stickers Task Force – Matthew Stensrud and Catherine Ahern
- VI. Office of the Arts Division Update, Matthew Harwood – 10 minutes
- VII. Task Force Appointments – 5 minutes
  - 1. AlexRenew Commissioner
- VIII. Commission Bylaws – 30 minutes
  - 1. Discussion and Motion to Adopt
- IX. Commission Minutes – 15 minutes
  - 1. Discussion
- X. New Business – 10 minutes
- XI. Good of the Order and Announcements
- XII. Adjournment (9:10pm)

**Alexandria Commission for the Arts  
May 15th, 2018 Regular Meeting  
Chair Report  
Submitted by Matthew Stensrud**

**On Our Agenda**

Some things to note:

**Nominating Committee** - In April, the Commission appointed a three-member Nominating Committee responsible for forming a slate of proposed officers to present this evening, with elections in June. Thank you to the following Commissioners for their service this past month: Beth Coast, Shirley Downs and Chris Kurowski.

**Commission By Laws** - Last month, we reviewed and discussed proposed bylaws for the Commission. I have added received suggestions and we will be reviewing these edits and adopting our first ever bylaws this evening.

**Commission Minutes** - Our minutes have received various modifications by staff over the past few months. Currently, Matthew Harwood records our meetings and prepares limited minutes for review. This evening, we'll be having a discussion regarding any additional efforts we would like to undertake to enhance these minutes. Per the recommendation of the Executive Committee, I suggest we approve February and March 2018 minutes as-is and incorporate these efforts into our minutes beginning with April's minutes.

**Hellos and Goodbyes** - Welcome to Brian Kelley, our new Commissioner with a background in visual art, who was appointed by City Council on Tuesday, May 8th. You may recognize Brian's name because he also serves on our Burke Library Task Force! We still have a vacancy for a background in architecture - reach out to your networks and encourage your fellow Alexandrians to step up to fill this important role!

**Social Media Tips**

Join us on Facebook and Instagram!

Facebook --- <https://www.facebook.com/AlexandriaArtsCommission/> 355 likes +6 since Apr '18

Instagram --- <https://www.instagram.com/alexandriaartscommission/> 1,008 followers +66 since Apr '18

**Upcoming Dates**

*Executive Committee - Tuesday, June 5th, 7pm, Mt. Vernon Rec Center*

*Commission Regular Meeting - Tuesday, June 19th, 7pm, Lee Center*

**Visiting Other Boards and Commissions**

At our February meeting, Commissioners selected various boards and commissions to visit over the next six months and provide an update to the Commission. I am excited to see where this leads us in better working with other citizen bodies! Here is what you selected back at our February meeting:

Catherine Barrett - Beautification Commission

Beth Coast - Commission for Women

Susie Cohen - Archaeological Commission

Gayle Converse - Public Health Advisory Commission

Shirley Downs - Archaeological Commission, Economic Development Partnership

## **Art Education Committee May Report**

### **Tuesday, May 15th, Arts Commission Meeting**

#### **Current Committee Roster:**

- Beth Coast
- Susie Cohen
- Shirley Downs
- Kate Elkins (Chair)
- Michelle Kozlak
- Sara Lavan
- Kelley Organek
- Joan Singer

Our last quarterly meeting was held on March 7th. Our next quarterly meeting will be tomorrow, May 16th, 3:45 pm at Convergence. Andrew Watson, ACPS Fine Arts Curriculum Specialist will also attend. We will continue our discussion on the creation and distribution of an Arts Organization Directory. After we last spoke, Andrew was planning to coordinate with Kurt Huffman and jumpstart the project internally. Our Art Ed committee has offered to assist as needed. We will also discuss next steps for a Professional Development day at the Torpedo Factory. He is currently hoping to include music and drama teachers, which could move beyond the scope of the Visual Artists at the Torpedo Factory. We will find out more at the quarterly meeting. Shirley Downs has also reached out to Kurt Huffman's office regarding the formalized process for ACPS and Community partnerships. They are focusing their funding primarily on k-5 now, with middle and high schools to be added later.



Diane was scheduled to give a presentation at the Waterfront Commission this morning, but was ill. Jack Broward gave her report.

Two notes of general background:

1. As you know, Diane is involved with Special Event planning.
2. The merchants on lower King Street want to make sure that their area goes not become dormant during the next several years because of flood mitigation work and construction in the area.

Presently, City policy is that "special events" cannot take place in the waterfront parks on two consecutive weekends. Diane is asking Council for an exception to this rule, so that it will be permissible to have events on two consecutive weekends. And she is requesting a one-year pilot program, but only for King Street Park.

to write a letter to Council  
Today, the Waterfront Commission unanimously voted <sup>in</sup> ~~to~~ support <sup>of</sup> Diane's proposal and, in addition, to support the idea of getting rid of the old, restrictive policy for other parks. If Alexandria wants to attract visitors, an important step in that direction would be to have more special events. Working with Patricia Washington and Visit Alexandria, and the special partnership formed to energize King Street Park, several events are being planned. And King Street Park is the planned site for a series of temporary public art works.

Should we, the Art Commission also write to Council supporting Diane's initiative?

Susie Cohen  
May 15, 2018

	Agenda Item Motion Discussion	Motion	Made By	2nd	Vote
		<p>To write a letter to Council in support of Diane's request for a one-year pilot program for King Street Park that would allow there to be special events in the park on two consecutive weekends. (making an exception to the old rule.)</p>	<p>Lexie</p>	<p>Shirley</p>	<p>Yes - all - 14 yes No - none Abstain - none</p>

City of Alexandria, Virginia  
MEMORANDUM

DATE: MAY 11, 2018  
TO: ALEXANDRIA COMMISSION FOR THE ARTS  
FROM: DIANE RUGGIERO, DEPUTY DIRECTOR RECREATION, PARKS & CULTURAL ACTIVITIES  
RE: DUKE STREET TUNNEL CONCEPT PROPOSAL

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**Background**

The City of Alexandria's Department of Planning and Zoning approached the Office of the Arts to commission a new, temporary public art for the Duke Street Tunnel. The goal of the project is to activate the concourse by making it more attractive and pleasing to commuters. The Duke Street Tunnel project is part of the City's Carlyle Vitality Initiative - a program to enhance Carlyle neighborhood's vitality and quality of life by implementing physical and programming enhancements to activate the public realm.

The Duke Street Tunnel was created in 2004 to allow pedestrian traffic to travel between the King Street Metro station and the Carlyle neighborhood. According to City data, an average of 3,000 use the tunnel daily. Most of its users are employees working for organizations and businesses located in the area such as the U.S. Patent and Trademark Office (USPTO) and Motley Fool. The previous temporary art installation by Ashley Spencer inside the tunnel that consists of six reproduced maps and six murals depicting scenes of the development of early West End were removed in September, 2017.

In November 2017, the Alexandria Commission for the Arts approved a project proposal for the tunnel by Mike McConnell.

The following individuals comprise the project task force:

- Kim Barnes: Community stakeholder (USPTO)
- Katherine Carraway: Project stakeholder (Department of Planning and Zoning)
- Gayle Converse: Commission for the Arts
- Tamsin Green: Commission for the Arts
- Betsy Hannigan: Community stakeholder (Carlyle resident)

The Duke Street Tunnel project is following the City's public art implementation process. In May 2017, Office of the Arts staff released a Request for Qualifications for artists and artist teams living or working in Virginia, Maryland, and the District of Columbia and artist Mike McConnell and artist team ZeroZero Collective were selected for this project and the project budget was increased to accommodate the addition project.

**Discussion**

ZeroZero Collective has submitted a new proposal for Duke Street Tunnel after the first project could not be realized due to new security in the tunnel.

In accordance with City processes, staff presented the artists proposal to the Project Task Force at a meeting on Tuesday, May 8, 2018. The Project Task Force members had a discussion on the appropriateness of the proposed art piece with respect to project goals, the available infrastructure to

support the artwork, the durability of the artwork, massing, and installation timeline. During the conversation, members talked about various aspects of the art including but not limited to:

- ensuring that the materials would be appropriate to the space
- does the artwork work well with the project by Mike McConnell
- can we get data to know how many people pick up the phone
- can the sound art be provided in an additional format (online, QR code, etc.)
- how can we make the phone stand out and let people know what it does (signage)

Additionally, the Project Task Force felt that the two projects work well together and that the light is going to be the main part of this artwork.

**Recommendation**

The Project Task Force recommends approval of ZeroZero Collective's new proposed art concept for the Duke Street Tunnel.

**Attachment:**

ZeroZero Collective's new concept proposal

# Zerozero Collective

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Alex Braden, Amy Hughes Braden, Zaki Ghul, Yassine El Mansouri  
thisisalexbraden@gmail.com  
919-604-8187

30 April 2018

## WORKING TITLE: LOW PASS

### **To the Duke Street Tunnel Project Task Force:**

Zerozero Collective proposes to transform the Duke Street Pedestrian Tunnel with a colorful and dynamic multimedia installation that engages commuters eyes and ears without interfering with the tunnel's security system. To that end, Zerozero Collective is pleased to offer LOW PASS for installation inside the Duke Street Tunnel.

We are mindful that most of the tunnel's pedestrians are daily users who have become accustomed to a specific and unchanging aesthetic over the tunnel's lifespan. With LOW PASS we hope to beautify the walkway and embellish the commute of its users without thoroughly disrupting their aesthetic expectations. We are further mindful that this installation needs to last not less than five years, to that end we will employ resilient materials and straightforward technology that require minimal updates, even at extended periods of use. We are also pleased to offer a design that will hopefully complement, rather than compete with, the paintings that will be installed inside along the walls of the tunnel.

Our goal is to make the usage of this tunnel enjoyable, interesting, pleasing, and even fun for anybody who passes through. With LOW PASS we will spruce up the bleak tunnel with bright color, variety, and an interactive sound element that can coexist with the security system; we believe this installation has the potential to be a destination art piece, something that pedestrians will go out of their way to experience.

## PROJECT DETAIL

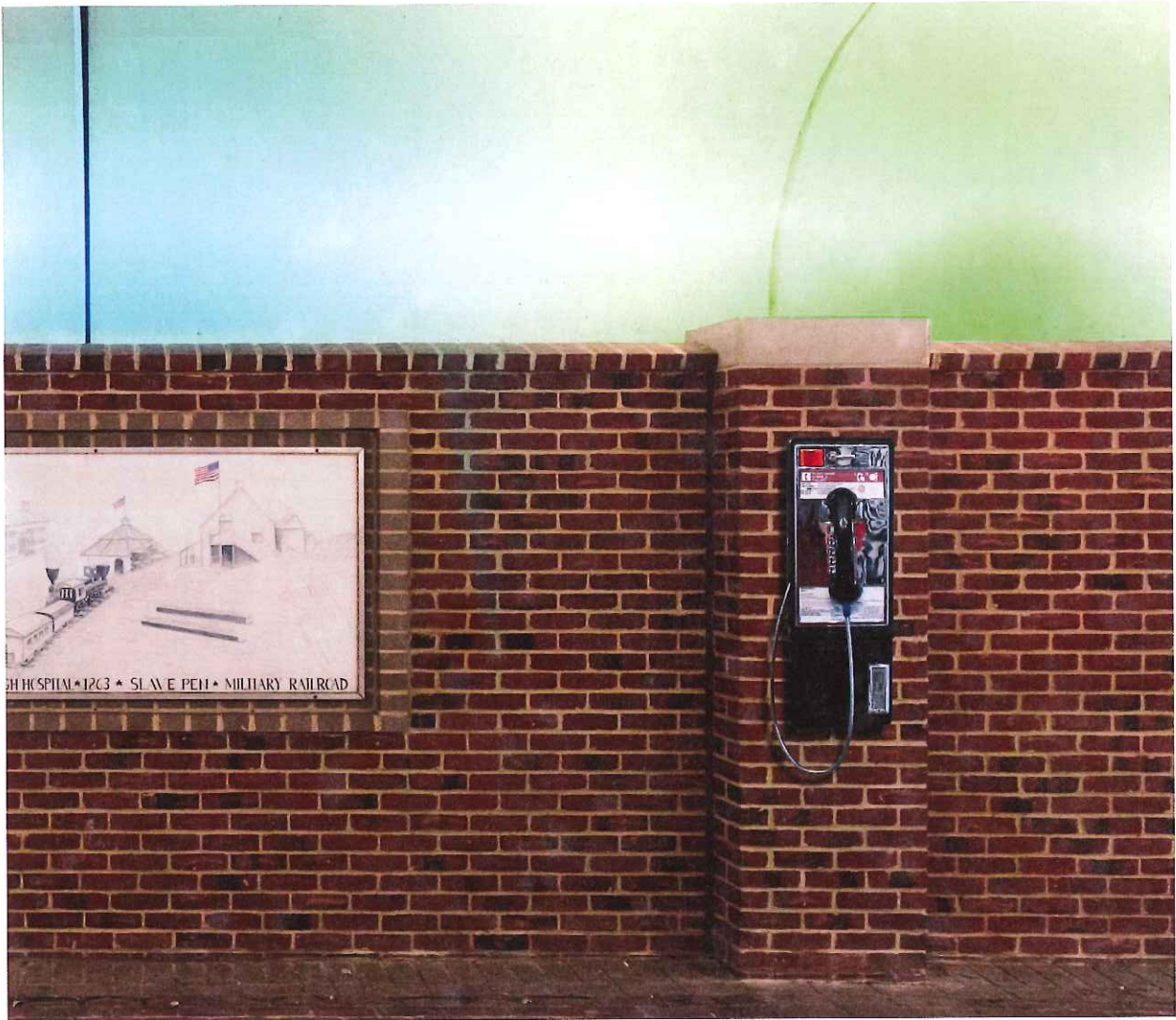
LOW PASS is a light and sound installation that uses LEDs, sound, and a customized payphone to offer an interactive multimedia experience to visitors.



We will install a series of wall-washing LED lights along the brick ledges of the tunnel. Synchronized via theatrical lighting software, the LEDs change colors and oscillate among brightnesses in response to a piece of original sound. The sound composition and the lights are two elements of a singular artwork, and meant to be enjoyed together. To achieve this we will install a payphone at the center of the tunnel where listeners can engage with the work. Passersby can use the phone's receiver to listen to the sounds that are triggering the lights. This is both a solution to the tunnel's limitations as well as an extra layer of interactivity. Even though the tunnel's security system prevents amplified sound, our payphone solution allows viewers to discreetly enjoy the audio element of the piece. Further, in encouraging visitors to engage physically with the piece we've added an interactive embellishment to what will already be a beautiful light installation. And if a visitor opts out of the audio experience they will still experience a dynamic color bath from the LEDs.

Below you'll find renderings of the project, and attached you'll find a short animation of the light bath effect. Please note that these are preliminary and in-progress, so they are subject to change. Zerozero Collective is thrilled to begin the installation of LOW PASS; we look forward to hearing back from the Task Force!











	Motion	Made By	2nd	Vote
Agenda Item Motion Discussion	TO APPROVE THE SOUND ART AND CEILING ART / WALL ART FOR DUKE ST. TUNNEL PROJECT	GAYLE CONNOR		Yes - 14 No - 0 Abstain - 0



ALEXANDRIA  
COMMISSION  
FOR THE ARTS

## 2018 Voting Sticker Design Call for Artists

**Request for Qualifications (RFQ):** The City of Alexandria Commission for the Arts invites artists and artist teams that live and/or work and/or attend school within the City of Alexandria, Virginia to submit their qualifications for the City's first Voting Sticker Design.

**Project Overview:** One artist will be selected to design the City's official 2018 "I Voted" and "Future Voter" stickers. Artists are encouraged to use a variety of media, such as photography, painting, collage, digital imagery, etc. to develop their designs. To develop the designs, artists are encouraged to consider the spirit of Alexandria, the importance of democracy, as well as ensure non-partisanship. The City will be responsible for the printing of the stickers and distribution of the stickers for the November 2018 elections in the City of Alexandria.

The community will be invited to vote on the selected designs for the "I Voted" sticker. The artist will be asked to participate in a reception to unveil the final selection. The selected artist/artist team will be required to submit the final designs at full-scale in a digital format such as Illustrator, Photoshop, InDesign or a combination of the three.

### How to Apply

To apply, please submit the following information via email to [alexandriaartscommission@gmail.com](mailto:alexandriaartscommission@gmail.com) :

#### Images of your current artwork

Artists and artist teams will be required to submit examples of their current artwork that reflects the type of work they will develop for this project via an online portfolio (e.g. flickr, Behance, personal webpage, etc.)

#### Current résumé

If you are submitting a proposal as a collaborative team, each member must submit an individual resume.

#### Letter of Interest

Artists and artist teams are required to submit a one-page letter expressing their interest in the project as well as a description of your approach to the project and the proposed design.

#### Artist Statement

Artists and artist teams are required to submit an Artist Statement about their work.

RFQ Alexandria Voting Stickers

**Application Deadline:** Friday, June 8 at 5:00 p.m., Eastern Standard Time (EST).

**Honorarium:** The selected artist/artist team will be paid \$1,500 to create at least eight (8) original design proposals in accordance with the specifications provided by the task force. Designs will include “I Voted” and “Future Voted” stickers.

**Artist Eligibility:** Artists must be 18 years or older and live and/or work and/or attend school in the City of Alexandria, Virginia.

**Timeline:**

Applications due: ..... Friday, June 8, 2018 at 5:00 p.m. (EST)  
Artist Finalists notified: ..... Friday, June 15, 2018  
Drafts due: ..... Monday, July 16, 2018  
Final artwork due: ..... Monday, August 6, 2018  
Community Voting: ..... August 11 – September 16, 2018  
Unveiling: ..... September 18 (Arts Commission Meeting)  
Stickers Printed: ..... September 20 – October 20, 2018  
Election Day: ..... November 6, 2018

**Artist Selection Criteria:**

Applicants must demonstrate the following qualifications:

- Artistic merit of body of work
- Strong conceptual skill with innovative and effective approaches demonstrated in other creative projects
- Ability to work to design engaging artwork with the community that is appropriate for the location
- Ability and willingness to collaborate with City staff, design and engineering professional, stakeholders, and contractors
- Probability of successful execution and completion of project
- Appropriateness of qualifications for the project
- Effective communication and organizational skills
- Completeness of application
- Artist Statement: In general terms, Artists must clearly describe their approach to their artwork.
- Letter of Interest: Artists must clearly describe their interest in and approach to this project.

**Artist Selection Process:**

Completed entries will be reviewed by a five-member task force which will include members of the Alexandria Commission for the Arts.

**Additional Information:**

- Selected Artist will be required to sign a Memorandum of Understanding with the City of Alexandria.
- The task force will provide the selected artist(s) with detailed design directions and instructions.

Please submit any questions to Matthew Stensrud, Chair, Alexandria Commission for the Arts by email to [mstensrud@gmail.com](mailto:mstensrud@gmail.com)

# **The Trails and Paths Task Force**

**Summary Report:** Shirley Downs & Allison Heck, ACA Task Force Members

**Date:** May 15, 2018

The Task Force is scheduled to have 4 meetings the first was held on May 2, 2018. In addition to the ACA Task Force Members the other members are Robert Narvaez, a Planner with the Department of Transportation and Ramiro Rios, a Principal Planner with the Department of Parks and Recreation, Diane Ruggerio, of the Office of the Arts, Todd Bressi, the arts consultant who helped the ACA develop our Arts and Cultural Plan, our Public Arts Policy, and a number of our ACA Work Plans. Also in attendance was Elizabeth Lardner the Landscape Architect who helped us develop our plans and the Parks Department with their site plans.

At the meeting Diane laid out the Overview of the Work Plan Process and the Role of the Task Force and the Project Goals. Todd Bressi then outlined the research into the Paths and Trails Project and provided research precedents around the country illustrated with pictures.

Diane indicated that the ACA had suggested that the project should be located in the West End but that this was not a requirement and that the Task Force could make its own recommendations. The Paths and Trails form a Green Crescent around the city. There are 17 parks in all some are large parks with hardscape trails and others have soft trails and some are smaller parks and even some pocket parks exist. A variety of Park Planning Documents and studies were consulted. A discussion took place during which it was indicated that if the site chosen was one that included planned renovations and site improvements that this could be included in the preparation for the site. Thus our dollars could be augmented by funds from another source.

There are many approaches that can be considered. These include: artworks to encourage walking and awareness of the future route; projects that encouraged place-making and activities or places for quiet moments of reflection; art combined with interpretative information and directions about the trail and the park such as way finding; artwork that celebrated local history or community events; sculptural playscapes; art that featured sound; art that was located on a park feature such as a bridge, gate or entrance; both temporary and permanent art installations; art as flags known as blazes; art as environmental indicators such as tall poles with colorful art at the top that blew in the wind showing where proposed trees were to be planted or marked where invasive species had entered the park and highlighted efforts to rid the park of them. There were also artistic bike racks that combined art and a practical function.

Other forms of art and themes included placing art at entrances and trailheads, and painted on the actual hardscape of the trail some of these included art that looked like a carpet, art that represented certain themes that resonated with the location. Some of this hardscape art could also be kind of like cartoons and have a

humorous instructive nature. The representative from the Park Planning Staff liked the idea of humor, and cartoons and art that included sound. A plant labyrinth was mentioned as was the desire for colorful art. There was also a discussion of the desire to involve the local community in the process both as a way to involve the community in the design selection process for example the kind of design to go on the paths hardscape if that approach were selected, and possibly that the art itself should be interactive.

No final decision was made as to theme or approach and both large pieces and art on the paths themselves were discussed fairly extensively. Also the Parks and Transportation Planners indicated that they would provide information about which trails and paths were most used and which routes and places provided opportunities for people to see the art from, roads, trains and bike paths as well as for those walking the trails.

The next date that the Task Force will meet is on June 12, 2018 when we will ride around to look at the various places that art could be installed. If ACA Members have special places in the park system that you particularly wish us to look at please let your ACA Task Force Members Know so that we can inform Todd and Diane.

## OFFICE OF THE ARTS DIVISION SUMMARY

This summary is a brief narrative of activities and actions that have been taken since the previous Division Update. The Office of the Arts ACA Update is also shared with other Recreation, Parks & Cultural Activities commissions and staff and becomes part of the monthly minutes for the Arts Commission.

If you have any questions or require additional information/clarification please review the following section(s) of this report or contact the appropriate staff in the Office of the Arts.

### Highlights

- The Duke Street Tunnel Task Force has made a recommendation for the Zero Zero Collective project proposal that will be brought to the Arts Commission's May meeting.
- The sculpture footings for Lake Cook will be poured May 16 - 17 (weather permitting).
- The Office of the Arts will be hiring a conservator to develop an updated conservation assessment in Summer, 2018 (the previous assessment was done in 2013).
- SAVE THE DATE: Wednesday, June 20<sup>th</sup> 7-9pm SOFTlab artist reception at the Torpedo Factory Art Center.

### Public Art - Quick Update:

Public Art Project	Status
King Street Park at the Waterfront	Approving the Contract
Artist Residency (AlexRenew)	Setting Project Goals & Parameters
Burke Library	Setting Project Goals & Parameters
Duke Street Tunnel (ZeroZero Collective)	Approve Concept Proposal #2
Trails & Paths	Project has been identified in the Annual Workplan
Simpson Park	Fabrication
Lake Cook	Fabrication
Duke Street Tunnel (M. McConnell)	Fabrication

### Staff Contact Info:

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## **PUBLIC ART PROJECTS – PLANNING/DESIGN PHASE**

### **Trails & Paths**

**Lead Agency**

Office of the Arts

**Project Scope**

Develop a plan to implement public art along trails and paths in the city.

**Task Force Members**

Shirley Downs, Allison Heck

**Current Status (per project development process)**

The project has been identified in the annual workplan

**Update**

Staff has engaged Todd Bressi and Elisabeth Lardner to lead the planning process. The consultant team has met/spoken with staff in Park Planning and T&ES to gather more information about the trails and paths systems and to learn about upcoming construction and renovation projects.

**Next Steps**

The Task Force met with the consultant team and will meet again in June.

**Anticipated Completion**

Ongoing

### **King Street Park at the Waterfront**

**Lead Agency**

Office of the Arts

**Project Scope**

Hire a curator/consultant to develop the public art program plan and commission projects for the site.

**Task Force Members**

Allison Nance, Susan Cohen, Claire Mouledoux, Clint Mansell, Jack Browand, Tony Gammon

**Current Status (per project development process)**

Selecting the Artist and Approving the Contract

**Update**

SOFTlab has signed the contract and is working with staff and the consultants on a visit to Alexandria in June.

**Next Steps**

If the artist is approved by the Commission staff will issue the contract and develop a schedule with the consultant team and the artist.

**Anticipated Completion**

Spring, 2019 (1<sup>st</sup> installation)

## Residency (with AlexRenew)

**Lead Agency**

Office of the Arts

**Project Scope**

Hire a curator/consultant to develop a public art artist in residency program with AlexRenew.

**Task Force Members**

Sara Lavan

**Current Status (per project development process)**

Setting Project Goals & Parameters

**Update**

The consultant team met with staff at AlexRenew in November to learn more about AlexRenew and their programs and to tour the facility.

**Next Steps**

The consultants will meet with the Board of Directors in early 2019.

**Anticipated Completion**

TBD

## Duke Street Tunnel (ZeroZero Collective)

**Lead Agency**

Office of the Arts

**Project Scope**

Update artwork in the Duke Street Tunnel

**Task Force Members**

Betsy Hennigan, Gayle Converse, Katherine Carraway, Tamsin Green, Kim Barnes

**Current Status (per project development process)**

Awaiting submission of revised proposal, Mike McConnel

**Update**

ZeroZero Collective has submitted a new proposal. The task force met to review the proposal and has a recommendation to the Arts Commission.

**Next Steps**

Have the Commission approve the proposal and have the artist team begin work. Staff will coordinate installation of this project with Mike McConnell's project.

**Anticipated Completion**

Summer, 2018



## Burke Library

**Lead Agency**

Office of the Arts

**Project Scope**

Outdoor public art at Burke Library.

**Task Force Members**

Catherine Barrett, Shirley Downs

**Current Status (per project development process)**

Setting Project Goals & Parameters

**Update**

Staff met with members of the library and the task force to discuss community stakeholder for the task force.

**Next Steps**

The task force will meet in May to review the project plan to be approved by the Commission in June.

**Anticipated Completion**

Spring, 2019

## **PUBLIC ART PROJECTS – FABRICATION/CONSTRUCTION PHASE**

### **Simpson Park Playground**

**Lead Agency**

Office of the Arts

**Project Scope**

Add a public artist to the design team to integrate and install public art as part of the playground restoration.

**Task Force Members**

Paul Linehan, Laura Fries, Dana Wedeles, and Lardner/Klein

**Update**

The construction bids have been received and opened. A contract is expected to be awarded by the beginning of May.

**Next Steps**

Staff will continue to work with the artists to ensure that the timelines align with the overall project construction.

**Anticipated Completion**

Summer, 2018

### **Lake Cook**

**Lead Agency**

Office of the Arts

**Project Scope**

Add a public artist to the design team to integrate and install public art as part of the lake/site restoration.

**Task Force Members**

Allison Nance, Allison Heck, Stephanie Pankiewicz, Marcy Giannunzio, Umar Shahid, Tafesse Gyes, and Sara DeGroot

**Update**

The sculpture footings will be poured in mid-May. The artist is fabricating the sculpture.

**Next Steps**

Staff will continue to work with the artists to develop a timeline and date for installation.

**Anticipated Completion**

Summer, 2018

Duke Street Tunnel (Mike McConnell)

**Lead Agency**

Office of the Arts

**Project Scope**

Update artwork in the Duke Street Tunnel

**Task Force Members**

Betsy Hennigan, Gayle Converse, Katherine Carraway, Tamsin Green, Kim Barnes

**Current Status (per project development process)**

Fabrication

**Update**

Staff is awaiting a new set of constraints for the security system from the CCC to determine what type of public art project can work in the site. ZeroZero Collective will be given an opportunity to develop a new proposal for the site. Mike McConnell's project will be installed after a decision is made about ZeroZero's participation.

**Next Steps**

Work with the CCC and ZeroZero Collective on a new proposal.

**Anticipated Completion**

Spring, 2019

## MISCELLANEOUS PROJECTS

### Art Purchase Awards

**Lead Agency**

Office of the Arts

**Project Scope**

Invite regional artists to submit original two-dimensional artwork for purchase consideration by the City.

**Task Force Members**

Allison Nance, Maya Contreras, Joyce Frank

**Update**

Applications have been received for the second call.

**Next Steps**

Convene the task force to review the applications.

**Anticipated Completion**

Ongoing

### Potomac Yards Metro

**Lead Agency**

WMATA

**Project Scope**

Include public art in the new Potomac Yards metro station.

**Task Force Members**

N/A

**Next Steps**

Staff is waiting for an update from WMATA regarding the public art and the panel.

**Anticipated Completion**

TBD

## Task Force Roster

### **Public Art Project Task Force**

The Commission for the Arts will form an ad hoc Public Art Project Task Force for each project that the Program undertakes. The ad hoc Task Force will convene on an as needed basis to advise on the development of each project.

The Task Force will: Advise Office of the Arts staff on the development of an Public Art Project Plans and recommend the Plan to the full Commission; Review artist portfolios and recommend selection of an artist to the full Commission; Report to the Commission on its activities on a monthly basis, and; Review artist concepts and recommend approval of concepts to the full Commission.

### **Simpson Park Public Art**

1. Vacant (Arts Commissioner)
2. Vacant (Arts Commissioner)
3. Elisabeth Lardner (project stakeholder)
4. Dana Wedeles (project stakeholder)
5. Laura Fries (comm. stakeholder)
6. Paul Lineham (comm. stakeholder)

### **Lake Cook**

1. Allison Nance\*
2. Allison Heck\*
3. DPI & SWM (proj. stakeholder)
4. Stephanie Pankiewicz (comm. stakeholder)
5. Marcy Giannunzio (comm. stakeholder)

### **Artist Residency (AlexRenew)**

1. Sara Lavan\*
2. Vacant (Arts Commissioner)
3. Alex Renew Staff (proj. stakeholder)
4. TBD (comm. stakeholder)
5. TBD (comm. stakeholder)

### **TFAC Community Engagment**

1. Catherine Barrett\*
2. Beth Coast\*
3. Lisa Schumaier (Project Stakeholder)
4. Danielle Romanetti (Community Stakeholder)
5. Antonio Melus (Community Stakeholder)

### **Art Purchase Award**

1. Allison Nance\*
2. Kate Elkins (Art Commissioner)
3. Maya Contreras (project stakeholder)
4. Joyce Frank (community stakeholder)
5. Nina Carpenter (community stakeholder)

### **Trails & Paths**

1. Shirley Downs\*
2. Allison Heck\*
3. Ramiro Ross (project stakeholder)
4. Robert Narvaez (project stakeholder)
5. TBD (community stakeholder)
6. TBD (community stakeholder)

### **Duke Street Tunnel**

1. Gayle Converse\*
2. Tamsin Green\*
3. Katherine Carraway (project stakeholder)
4. Betsy Hennigan (community stakeholder)
5. Kim Barnes (community stakeholder)

### **Burke Library**

1. Shirley Downs\*
2. Catherine Barrett\*
3. Kyle Maier (Project Stakeholder)
4. Kathleen Schloeder (project stakeholder)
5. Brian Kelley (community stakeholder)
6. Renee Dipilato (ex-officio)

### **Waterfront/Fitzgerald Square Public Art**

1. Susie Cohen\*
2. Allison Nance\*
3. Tony Gammon (project stakeholder)
4. Jack Browand (project stakeholder)
5. Claire Mouldedoux (community stakeholder)
6. Clint Mansell (community stakeholder)

\*Arts Commissioner

## Public Art Planning & Project Development Process

	DESCRIPTION
<b>Identifying the Project in the Annual Plan</b>	<ul style="list-style-type: none"> <li>Projects are identified in the Public Art Workplan, a document developed annually by the Office of the Arts with input from the Workplan Task Force. The Public Art Workplan is approved by the Arts Commission and by City Council.</li> </ul>
<b>Setting Project Goals and Parameters</b>	<ul style="list-style-type: none"> <li>Once a project has been initiated, the Arts Commission establishes a Public Art Project Task Force specifically for that project.</li> <li>Office of the Arts staff, with input from the Project Task Force, develops a Public Art Project Plan. This plan includes goals, location, timeline and budget; the artist selection process and community engagement process; and a list of internal and external stakeholders for the project.</li> <li>The Project Plan is approved by the Arts Commission.</li> </ul>
<b>Developing the Artist Pool</b>	<ul style="list-style-type: none"> <li>Based upon the approved Project Plan, the Office of the Arts develops a pool of artists and collects qualifications for the Project Task Force to review.</li> <li>The pool of artists can be collected through an open competition, pre-qualified artist list, curatorial process or invitational.</li> <li>Artist qualifications generally include a cover letter from the artist expressing their interest in the project, a resume, and examples from the artist's portfolio with a corresponding description of each project.</li> </ul>
<b>Selecting the Finalists</b>	<ul style="list-style-type: none"> <li>The Project Task Force reviews artist qualifications based on criteria outlined in the approved Project Plan.</li> <li>Depending on the process in the approved Project Plan, the Project Task Force can select a single artist based upon qualifications, or a small number of finalists (generally three to five).</li> </ul>
<b>Selecting the Artist</b>	<ul style="list-style-type: none"> <li>If finalists are selected, they may be:             <ul style="list-style-type: none"> <li>Paid a stipend to develop a concept proposal and present that proposal to the Project Task Force.</li> <li>Interviewed by the Project Task Force.</li> <li>A combination of the above.</li> </ul> </li> <li>The Project Task Force recommends selection of an artist to the Arts Commission based upon the Concept Proposal and/or interview.</li> </ul>
<b>Approving the Contract</b>	<ul style="list-style-type: none"> <li>The Office of the Arts develops a contract agreement with the artist.</li> <li>The agreement is approved by the City Manager or City Council, depending on the size of the contract.</li> </ul>
<b>Approving the Concept Proposal</b>	<ul style="list-style-type: none"> <li>The selected artist develops a Concept Proposal, if that was not a part of the artist selection phase.</li> <li>The Office of the Arts facilitates community engagement conducted by the artist as part of their process of developing a Concept Proposal.</li> <li>The Project Task Force reviews the Concept Proposal and recommends it to the Arts Commission for approval.</li> </ul>
<b>Approving Final Design</b>	<ul style="list-style-type: none"> <li>The Office of Arts conducts a review of the final design documentation provided by the artist for both technical considerations and to ensure it is in conformity with the approved concept proposal.</li> <li>The Office of the Arts facilitates technical reviews by other City staff as required.</li> <li>The Office of the Arts signs off on the Final Design.</li> </ul>
<b>Fabrication</b>	<ul style="list-style-type: none"> <li>In most cases, the artist is responsible for fabrication. The Office of the Arts monitors fabrication to ensure it is on schedule and in conformity with the approved design.</li> <li>In some cases, the Office of the Arts will play a more direct role in overseeing the fabrication of artwork, with the artist acting in an advisory role.</li> </ul>
<b>Installation</b>	<ul style="list-style-type: none"> <li>The Office of the Arts works with the artist, relevant City Departments, and other stakeholders to schedule and facilitate installation.</li> </ul>

**ARTICLE K - Alexandria Commission for the Arts<sup>(1)</sup>**

- **Sec. 2-4-90 - Creation, composition and organization.**

(a) There is hereby established a standing commission known as the Alexandria Commission for the Arts.

(b) The commission shall consist of 16 members to be appointed by the city council. The composition of the commission shall be as follows:

- (1) four members shall have expertise in the arts, including, but not limited to, arts educators, professional practitioners of various art disciplines and professional administrators working in the arts;
- (2) three members shall have specific expertise in visual arts either as professional practitioners of visual art, curators of visual art, or as professional arts administrators currently working in the field;
- (3) three members shall represent the public at large, as arts consumers or participants;
- (4) three members shall be professionals in fields relevant to arts and cultural development, including cultural planning, marketing, finance, funding, tourism, promotion, non profit organizational development, and real estate development;
- (5) two members shall be professionals in the field related to the visual appearance of the cityscape, such as architecture, environmental design, landscape architecture or urban design; and
- (6) one member shall be a student who resides in the city and attends a high school located in the City of Alexandria.

(c) Members of the commission shall be appointed in the manner prescribed by article A of this chapter. The members shall serve for a term of three years, except in the case of an appointment to fill the unexpired portion of a term. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

- **Sec. 2-4-91 - Function; powers; duties.**

(a) The functions of the commission shall be as follows:

- (1) to advise city council with regard to policies that will strengthen the arts and further public access to the arts and cultural matters identified by the city council;
- (2) to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose;
- (3) to review the public art annual work plan as developed by the office of the arts and a work plan task force and make recommendations to the city council as part of the budget process;
- (4) to review and approve public art project plans for specific public art projects, and to review and approve artist selection and concept development;
- (5) to create committees and task forces, as necessary, to focus on public art project development and artist selection;
- (6) to review proposals for donations of public art and commemorative art and make recommendations to the city council;
- (7) to collaborate with the office of the art on public art project evaluations; and
- (8) to support public communication and outreach as related to the arts and;
- (9) to serve as citizen liaisons to city planning initiatives when public art is involved.

(b) The commission is empowered to adopt rules and regulations in regard to procedure and other matters so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees, through which to carry on its functions and purpose.

(c) A commission chair, vice-chair and secretary shall be elected annually by the commission members at the organization meeting designated in the commission's bylaws. (Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

	Motion	Made By	2nd	Vote
<p>Agenda Item VII. 1. Motion to appoint Discussion</p>	<p>Chris Kurowski &amp; Beth Coast to serve as Arts Commission representation on the Artist Residency (Alex Renuw) Task Force</p>	<p>Kate Elkins</p>	<p>Catherine Barrett</p>	<p>Yes - 12 No - 0 Abstain - 0</p>



# **CITY OF ALEXANDRIA COMMISSION FOR THE ARTS BYLAWS**

## **ARTICLE I. CREATION AND COMPOSITION**

Creation and Composition is outlined by the City of Alexandria ordinance.

(Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

## **ARTICLE II. FUNCTION AND DUTIES**

Function and Duties is outlined by the City of Alexandria ordinance.

(Ord. No. 3782, 2/25/95, Sec. 1; Ord. No. 4482, 5/12/07, Sec. 1; Ord. No. 4920, 1/24/15, Sec. 1)

## **ARTICLE III. MEETINGS OF MEMBERS**

### **Section 1. Regular Meetings**

Regular meetings of the members are held monthly on the third Tuesday of the month at 7pm, as outlined by the City.

### **Section 2. Annual Retreat**

The commission holds a minimum of one and a maximum of two retreats annually, with the agenda(s) to be set by the Executive Committee. The retreat date and time is scheduled by a simple majority of the Commission with at least three business days notice.

### **Section 3. Special Meetings**

Special meetings may be called by a simple majority of the Commission with at least three business days notice.

### **Section 4. Notice of Meetings**

Notice of each meeting shall be posted on the City website by staff no less than three business days before the meeting.

### **Section 5. Quorum**

A quorum for a meeting of the members shall consist of more than 50% of the active membership.

### **Section 6. Voting**

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place as long as a quorum is present.

## **ARTICLE IV. OFFICERS AND ELECTIONS**

The officers of this Commission shall be the Chair, Vice Chair, and Secretary. A Second Vice Chair may also serve if so deemed by the Commission at the annual election of officers. All officers must have the status of active members of the Commission.

### **Section 1. Officers**

#### **Section 1A. Chair**

The Chair presides at all meetings of the Commission. The Chair has the following responsibilities:

- 1) They preside at all meetings of the Commission and Executive Committee.
- 2) They provide a written Chair Report at each Commission regular meeting.
- 3) They provide updates to the Commission between meetings as necessary.
- 4) They stay in contact with Office of the Arts staff as needed between meetings.
- 5) They create an agenda for each Commission and Executive Committee meeting and provide these agendas to the Commission at least three business days prior to the meeting.
- 6) They serve in an Ex-Officio capacity on the Visit Alexandria board.

#### **Section 1B. First Vice Chair**

The First Vice Chair is vested with all the powers and will perform all the duties of the Chair during the absence of the Chair. The First Vice Chair has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They assist in the creation of an agenda for each Commission meeting.

#### **Section 1C. Second Vice Chair**

The Second Vice Chair is vested with all the powers and will perform all the duties of the Chair during the absence of the Chair and First Vice Chair. The Second Vice Chair has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They assist in the creation of an agenda for each Commission meeting.

### **Section 1D. Secretary**

The Secretary has the following responsibilities:

- 1) They attend all Executive Committee meetings.
- 2) They stay in contact with the Chair as needed between meetings.
- 3) They review all minutes from Commission meetings, edit as necessary, and disseminate to the Commission for review at least three business days prior to the meeting.
- 4) They create an action item list during each Commission meeting and disseminate to the Executive Committee within a week of the meeting.

### **Section 1E. Election of Officers**

The Election of Officers follows these guidelines:

The Commission elects the previously stated positions on an annual basis at its regular meeting every June. Once elected, the elected Commissioners take their position immediately following the adjournment of the June meeting.

The Commission appoints an ad-hoc Nominating Committee on an annual basis at its regular meeting every April. This committee consists of three Commissioners, none of which are currently on the Executive Committee.

The Nominating Committee is tasked with the following duties:

- 1) Create a deadline for interest in serving on the Executive Committee, to be no later than the second Tuesday of May
- 2) Inform the Commission of this deadline with proper advance notice
- 3) Following the deadline, meet as a committee to discuss the names of those interested and recommend a slate of nominees
- 4) Present this slate at the Commission's regular meeting in May

Commissioners interested in serving on the Executive Committee must submit a statement of interest to the Nominating Committee within the given timeframe.

Additional nominations will be accepted from the floor at the June meeting.

Each position is elected individually by voice vote. Any Commissioner can request a roll call vote for the position currently being considered by the Commission. If a roll call vote is requested, the Secretary of the Commission will call the roll, record the vote, repeat the vote for accuracy, and present the vote to the Commission.

Following the election of the Executive Committee members at the June meeting, the Nominating Committee is dissolved.

If any Executive Committee member is unable to complete their term of office, the Chair of the Commission for the Arts, with approval from the Executive Committee, will have the power to fill the vacancy until the regular June election. Should the Chair position become vacant, the First Vice-Chair would assume the position of Chair.

#### **Section 1E-1. Term Limits**

A Commissioner may serve in the role of Chair for a maximum of six terms.

#### **Section 1E-2. Prerequisites for Chair**

A Commissioner may only serve in the role of Chair if having served on the Commission for two years prior to election. If necessary, the Commission may waive this prerequisite by a majority vote.

## **ARTICLE V. COMMITTEES AND LIAISONS**

### **Section 1. Standing Committees**

The Commission has two standing committees, the Executive Committee and the Grants Committee.

#### **Section 1A. Executive Committee**

The officers serve as the members of the Executive Committee. The Committee meets on the first Tuesday of each month at 7pm.

#### **Section 1B. Grants Committee**

The Grants Committee meets at least quarterly to establish and periodically review criteria and standards for arts grant applications for city funds and accountability for the use of such funds; the allocation from such funds to eligible organizations and activities as may be appropriated by the city council for such purpose. Following committee meetings, the committee Chair will provide a written report to the Commission outlining committee activities and provide recommendations to the Commission on matters that require voting.

### **Section 2. Additional Committees**

The Commission may create and disband additional committees as needed by a majority vote. The Commission appoints all Chairs and committee members. Following committee meetings, committee Chairs will provide a written report to the Commission outlining committee activities. Committees will provide recommendations to the Commission on matters that require voting.

#### **Section 2A. Arts Education Committee**

The Arts Education Committee meets at least quarterly, dedicated to promoting the value of arts and culture by nurturing, celebrating, and investing in high-quality arts experiences.

#### **Section 2B. Social Media Committee**

The Social Media Committee meets at least quarterly to ensure the Commission's Facebook and Instagram platforms are successfully fostering Alexandria's arts and cultural reputation by showcasing our City's offerings; educating our followers on the importance of the arts to our community, the role of the Commission, and ways to get involved; and connecting with organizations, artists, art lovers, patrons and City influencers..

#### **Section 2C. Advocacy and Outreach Committee**

The Advocacy and Outreach Committee meets at least quarterly to assist in the generation of increased awareness and support for art in Alexandria, and to assist in the increase of city revenues by enhancing Alexandria's reputation as an arts destination,

### **Section 3. Liaisons**

A Commissioner may serve as a liaison for up to six years on another board or commission. A liaison follows these guidelines:

- 1) Report on discussions and motions pertaining to arts-related activities.
- 2) Bring all discussions and motions to the Commission for guidance before voting.
- 3) Present to the other group/board/commission following approval of the Executive Committee.
- 4) Shall not serve on the Executive Committee of the other group/board/commission.

**Section 7A. *Waterfront Commission.*** The liaison will serve in an official capacity. The Commission will appoint the liaison to the Waterfront Commission as needed, at least once every three years.

**Section 7B. *Alexandria Arts Alliance.*** The liaison will serve in an Ex-Officio capacity. The Commission will appoint the liaison to the Alexandria Arts Alliance annually.

## **ARTICLE VI. AMENDING BYLAWS**

The Bylaws may be amended as needed with the affirmations of at least 9 members or a majority of the full Commission membership, whichever is greater, at any regular meeting.

## **ADOPTION OF BYLAWS**

We, the undersigned, are all active Commissioners and we consent to, and hereby do, adopt the foregoing Bylaws as the Bylaws of this Commission for the Arts for the City of Alexandria.

.  
ADOPTED AND APPROVED by the Commission on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Matthew Stensrud, Chair, Commission for the Arts

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ATTEST: Tamsin Green, Secretary, Commission for the Arts

	Motion	Made By	2nd	Vote
Agenda Item Motion Discussion	APPROVE ACA BYLAWS AS PRESENTED - IN ACCORD WITH CITY CODE AND APPROVED HEREIN	<del>CWAKES</del> KUBOWSKI	AULISON HECK	Yes - 11 No - 0 Abstain - 0

	Motion	Made By	2nd	Vote
	<p>Agenda Item Motion Discussion</p> <p>Motion to appoint Shirley Downs as the ACA Liaison to the Alexandria Arts Audience</p>	<p>Catherine Barrett</p>	<p>Susie Cohen</p>	<p>Yes - 11 No - 0 Abstain - 0</p>